

CLASSIFY AS APPROPRIATE

## SPECIAL ACCESS REQUEST

(Submit original and five copies to CIB/SSC)

FILE WHEN INITIALED

DATE OF REQUEST

SUBJECT'S NAME (*Last, First, Middle*)

SSN

DATE OF BIRTH (*Da Mo Yr*)

POSITION

CODES BELOW ARE FOR CIB  
USE ONLY

ORGANIZATION

CODE

COMPONENT

CODE

SUB-DIVISION

CODE

**National Aeronautics and  
Space Administration**

### TO: CHIEF, CIB THRU THE APPROPRIATE APPROVING AND CONCURRING OFFICERS

APPROVED

CCO/CIA

DATE

CONCUR

BCO-TCO/OD&amp;E

CODE

APPROVED

TCO/CIA

DATE

APPROVED

DD/OD&amp;E

DATE

APPROVED

DDS&amp;T

DATE

CONCUR  
APPROVED

DATE

APPROVED

C/SSC

DATE

CONCUR  
APPROVED

DATE

SECURITY APPROVAL IS REQUESTED FOR SUBJECT'S ACCESS TO: \_\_\_\_\_ AND/OR PROJECT'S \_\_\_\_\_ PHASE III.  
(Enter justification for clearance, form will not be processed without it.)

Applicant Clearance Data:  
(To be completed by Center Security Office)

Name and Signature: \_\_\_\_\_

Initiator

Date: \_\_\_\_\_

Center Security Office

Date: \_\_\_\_\_

REQUESTER'S MAIL ADDRESS (*Room and Building*)
**NASA Special Security, Office of Security and Program Protection,  
Room 6Q69, 300 E Street, SW; Washington, DC 20546**

SIGNATURE

### CIB INDEX SEARCH

#### TO: CHIEF, CD/I&CB

FOR ACTION INDICATED ABOVE

CHIEF, CIB

DATE

#### TO: CIB

CASE NO. \_\_\_\_\_

BI DATE (*Julian*) \_\_\_\_\_

SECURITY ACCESS APPROVAL(S) REQUESTED ABOVE GRANTED.  
PLEASE RECORD AND ADVISE REQUESTER.

CD/I&amp;CB

SIGNATURE

DATE

#### TO: REQUESTER

DATE

☐

SUBJECT HAS BEEN APPROVED

☐

ADVISE CIB DATE BRIEFED

☐

ARRANGE WITH SSC FOR BRIEFING

CHIEF, CIB SIGNATURE

### **Instructions for Application for Access to Sensitive Compartmented Information (SCI)**

This form is to be used for requesting access to SCI or reporting updated investigation information. Only unclassified information can be entered on this form. If necessary, attach classified justification prepared in accordance with security regulations.

Applicant must have a Top Secret Security Clearance based on a Special Background Investigation not older than 5 years. A completed Standard Form 86, "Questionnaire for National Security Positions," or equivalent, must be submitted with access request. SF86s older than 2 years will not be accepted.

All fields that are fillable, except "Access to" blanks, must be completed. When completing "Access to" field use only approved unclassified abbreviations. Non-fillable fields are for Other Agency Use.

For NASA use, "Component" block = Center Name, "Sub-Division" = Organization Symbol, such as OSPP or numeric org symbol such as 400 or 500.1. Justification for Access is required under "Security Approval is Requested for Subject's..." line.

For initial requests, note in Justification Block along with paragraph justifying requirement: 1) Printed name and signature of initiator and date signed and 2) Name and signature of Center Security Office (CSO) Representative validating requirement and date signed.

For File Update Applications, state "No New Access Requested - File Update Only" and note new SBI information and CSO Rep signature.

Submit Special Access Request with SF86 to the following address. NASA Headquarters, Attn: OSPP/Special Security Office, Room 9U70; Washington, DC 20546. Facsimile Numbers: (202) 358-3031 or Secure Fax (202) 358-4081. Voice (202) 358-4069.